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ABSTRACT

This report presents information on checking accounts, describes how to read a monthly statement from the bank, and provides guidelines for balancing a checkbook. Topics covered include: how banks record transactions; the importance of keeping personal records and of balancing the checkbook promptly; what happens when there are insufficient funds to cover a check; responsibilities of the individual and the bank; and the value of checking accounts for money management. A step-by-step explanation is given of the different categories included in a Bank of America "Timesaver" statement. Guidelines for balancing a checkbook register using the monthly statement are offered along with a checklist of errors to look for when the checkbook does not balance. Suggestions for balancing a checkbook that has not been balanced for several months are also included. Information in this report is current at the time of printing, May 1982, but is subject to change. (DC)

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The CIRcular™
Consumer Information Report 1

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How to Balance Your Checkbook

Your checking account is in balance when your checkbook and your bank statement reflect the same additions and subtractions. At first glance, they probably won't. This report explains how to adjust the two records to make them agree.

THE BALANCING PROCEDURE The checkbook balancing procedure described inside helps you keep an accurate record of the money in your checking account. Each month you receive a statement from the bank to compare with your own check register or check stubs. Even though you may have made deposits or written checks since the date your statement was prepared—and show a different balance in your checkbook than the one that appears on your statement—this procedure can help you reconcile the differences.

Once you've balanced your checkbook, you can keep it up to date as you make deposits or withdraw money from your account. Your accurate balance becomes a reference point that helps you quickly figure out how much money you have in your account from day to day.

THE BANK'S RECORD Your bank statement is the bank's record of your checking account. It lists all activity in your account including deposits, checks paid, and service charges. It also includes a record of your automated teller machine (ATM) transactions and any automatic debits (subtractions) and credits (additions) that you've authorized the bank to make on a regular basis.

When you make a deposit, the bank posts (adds) it to your account at the end of the business day. When the checks you write reach the bank, they are paid (subtracted from your account), canceled, and filed. (Checks may not reach the bank in the order you wrote them.) The bank also keeps a record of any other activity, such as service charges. At about the same time each month, the bank prepares a statement and mails it to you. In most cases, the bank will also return your canceled checks. Otherwise, your checks are stored on film by the bank and photocopies are available at your request.

YOUR RECORD It's important that you also keep an accurate record of the activity in your checking account. Since you may not have your canceled checks, your register may be the only record you have to compare with your statement.

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Your record keeping need not be complicated, but it should be consistent: (1) record each check as you write it and each deposit as you make it (record any ATM transactions as you would a check or deposit); (2) promptly subtract the amount of each check or other deduction (such as an automatic money transfer or monthly service charge) from your balance and add each deposit. Be sure to add and subtract exact amounts. Don't round off.

REVIEW AND CORRECT By balancing your checkbook as soon as you receive your statement, you have the chance to review your register to verify amounts of checks, deposits, ATM transactions (be sure to keep any duplicate deposit slips and your ATM transaction records), and other subtractions or additions. You'll also be able to correct any errors in your checkbook promptly or ask the bank to correct any mistakes it may have made.

DON'T GET CAUGHT SHORT If you don't balance your checkbook regularly, you can't be sure how much money you have in your account. As a result, you may accidentally write a check that you don't have enough money to cover. In that case, the bank may "reject" the check and return it, unpaid, to the party you issued it to. Or, it may create an *overdraft* by paying the check. The decision on which way to handle this situation depends on the amount of the check and your past checking activity. Either way, you'll probably pay a charge for the check. Merchants and businesses that allow you check-cashing privileges may also charge you for unpaid checks the bank returns to them.

With computers, banks process checks faster than ever. A check you cash today could easily be subtracted from your account tonight. You may risk an overdraft or a returned check if you plan on "float time" to cover your checks with a deposit. (Float is the time it takes the check to travel to the institution on which it's drawn and where it will be paid.)

RESPONSIBILITY Your checking account is a contractual relationship with your bank. Both you and the bank have certain responsibilities.

You are responsible, of course, for not writing checks for more money than you have in your account. For your own protection, you should also promptly examine your statement and items enclosed with the statement; report errors, suspected forgeries, or alterations on any check or item; and report lost or stolen checks.

The bank, in turn, is responsible for maintaining sound operating standards, responding promptly to inquiries or problems whenever they occur, and complying with state and federal laws that govern banking procedures.

SOUND MONEY MANAGEMENT A properly maintained checking account can become a good credit reference: it can indicate the way you handle your finances.

Your checking account also can help you keep a record of income and expenses. When you balance your checkbook, you can take the opportunity to review your financial situation—to see where your money is going and whether you need to adjust your spending.

CE 800 123

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YOUR TIMESAVER STATEMENT®

Your monthly Timesaver Statement provides you with a detailed report of your checking account activity. It shows the transactions that took place during the statement period, the dates on which the transactions occurred, and your previous and current account balance.

Instead of receiving separate statements for Bank of America savings accounts you may have established, you can request a unified Timesaver Statement with detailed descriptions of activity in Regular Savings, Christmas Club, and most time deposit accounts. Ask at your branch how you can have your savings accounts included on your monthly checking statement.

The statement is designed to include only categories of information that apply to your account activity during the statement period. For example, if no deposits or credits were made to your account during the statement period, the section on "Deposits/Other Credits" will not appear.

The sample statement on these pages illustrates the kinds of information you'll find. The letters by the sections in the text correspond to the letters on the sample statement.

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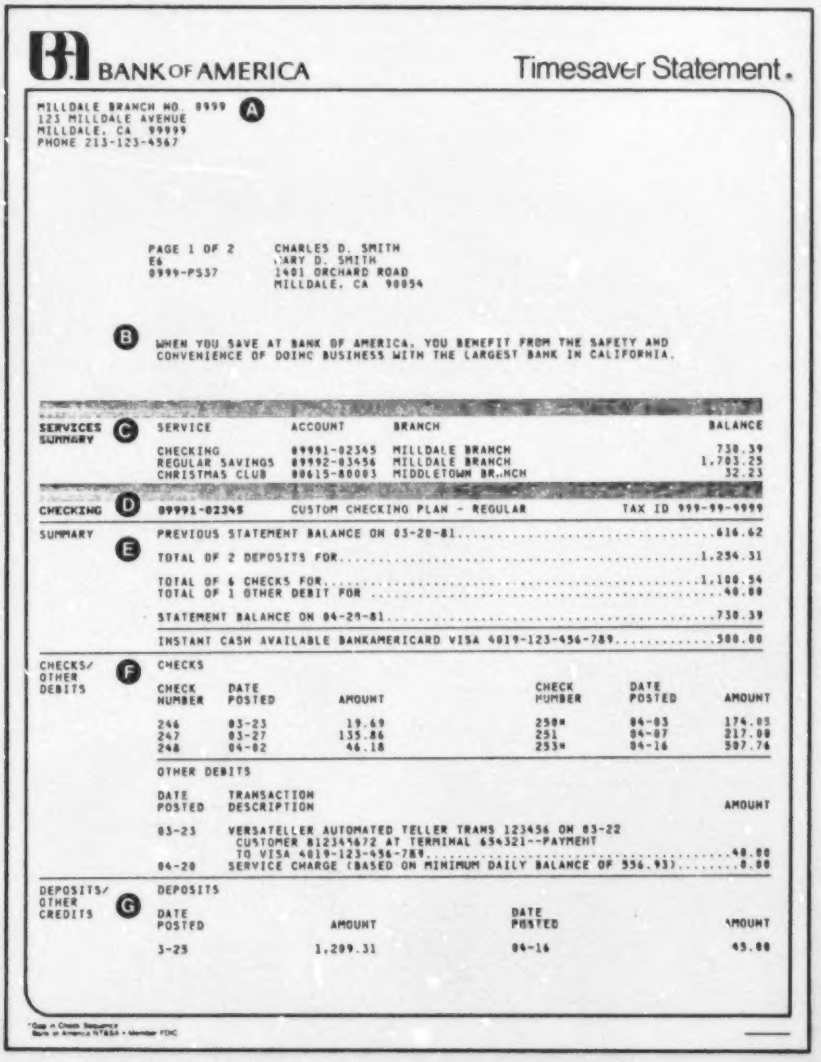

BANK OF AMERICA

Timesaver Statement.

MILLDALE BRANCH NO. 0999 (A)
123 MILLDALE AVENUE
MILLDALE, CA 99999
PHONE 213-123-4567

PAGE 1 OF 2
E6
0999-PS37

CHARLES D. SMITH
MARY D. SMITH
1401 ORCHARD ROAD
MILLDALE, CA 90054

(B) WHEN YOU SAVE AT BANK OF AMERICA, YOU BENEFIT FROM THE SAFETY AND CONVENIENCE OF DOING BUSINESS WITH THE LARGEST BANK IN CALIFORNIA.

SERVICES SUMMARY (C)

SERVICE	ACCOUNT	BRANCH	BALANCE
CHECKING	09991-02345	MILLDALE BRANCH	730.39
REGULAR SAVINGS	09992-03456	MILLDALE BRANCH	1,703.25
CHRISTMAS CLUB	00615-80003	MIDDLETOWN BRANCH	32.23

CHECKING (D) 09991-02345 CUSTOM CHECKING PLAN - REGULAR TAX ID 999-99-9999

SUMMARY (E)

PREVIOUS STATEMENT BALANCE ON 03-20-81	616.62
TOTAL OF 2 DEPOSITS FOR	1,254.31
TOTAL OF 6 CHECKS FOR	1,100.54
TOTAL OF 1 OTHER DEBIT FOR	40.00
STATEMENT BALANCE ON 04-20-81	730.39
INSTANT CASH AVAILABLE BANKAMERICARD VISA 4019-123-456-789	500.00

CHECKS/OTHER DEBITS (F)

CHECKS

CHECK NUMBER	DATE POSTED	AMOUNT	CHECK NUMBER	DATE POSTED	AMOUNT
246	03-23	19.69	250*	04-03	176.05
247	03-27	135.86	251	04-07	217.00
248	04-02	46.18	253*	04-16	597.76

OTHER DEBITS

DATE POSTED	TRANSACTION DESCRIPTION	AMOUNT
03-23	VERSATELLER AUTOMATED TELLER TRANS 123456 ON 03-22 CUSTOMER 812345672 AT TERMINAL 654321--PAYMENT TO VISA 4019-123-456-789	40.00
04-20	SERVICE CHARGE (BASED ON MINIMUM DAILY BALANCE OF 556.93)	0.00

DEPOSITS/OTHER CREDITS (G)

DEPOSITS

DATE POSTED	AMOUNT	DATE POSTED	AMOUNT
3-25	1,209.31	04-16	45.00

*Gap in Check Sequence
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(A) BRANCH INFORMATION Your branch's name, address, and telephone number will appear here.

(B) GENERAL MESSAGE Your statement may include a message of general interest to checking customers about banking services.

(C) SERVICES SUMMARY If you have services other than your checking account listed on your statement, the statement will include a Services Summary. It lists each service and gives the account number, branch location, and account balance as of the date of the statement. For each service listed here, your statement will include a separate section that provides more information about activity in the account.

(D) CHECKING This portion of your statement reflects any activity that occurred in your checking account during the statement period. The type of checking plan you have and your account number are listed at the top of the Checking section, which is divided into three major areas:

(E) Summary This includes your previous balance, your current statement balance, and totals for the various checking transactions that took place during the statement period. Deposits/Other Credits and Checks/Other Debits are listed according to the type of transaction—those you initiate and those the bank makes for you.

If you have Instant Cash or Savings Overdraft Coverage, the Summary will show you the total amount of funds that you have available.

(F) Checks/Other Debits In this section you'll find a listing of checks you wrote and other debits subtracted from your account.

Checks: Checks are listed in numerical order; dates indicate when the bank paid the checks. An asterisk (*) by a check number indicates a gap in the sequence of check numbers. A missing number usually represents a "check outstanding"—one that the bank has not processed and paid as of the statement date. In some cases, a check may have been paid and the canceled check mailed to you in a previous statement.

Other Debits: These include Versateller® transactions, automatic money transfers (such as monthly service charges, loan payments, or transfers from checking to

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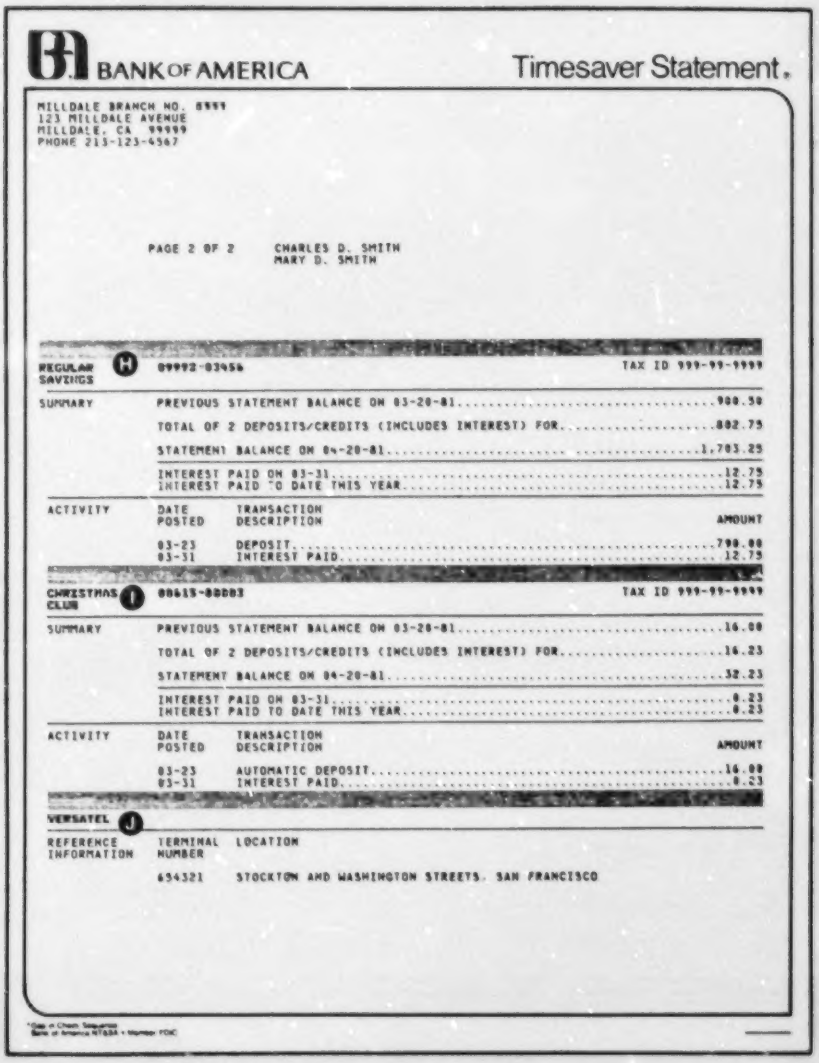

BANK OF AMERICA

Timesaver Statement.

MILLDALE BRANCH NO. 8999
123 MILLDALE AVENUE
MILLDALE, CA 99999
PHONE 213-123-4567

PAGE 2 OF 2

CHARLES D. SMITH
MARY D. SMITH

REGULAR SAVINGS (H) 09992-03956 TAX ID 999-99-9999

SUMMARY	PREVIOUS STATEMENT BALANCE ON 03-20-81	900.50
	TOTAL OF 2 DEPOSITS/CREDITS (INCLUDES INTEREST) FOR	802.75
	STATEMENT BALANCE ON 04-20-81	1,703.25
	INTEREST PAID ON 03-31	12.75
	INTEREST PAID TO DATE THIS YEAR	12.75

ACTIVITY	DATE POSTED	TRANSACTION DESCRIPTION	AMOUNT
	03-23	DEPOSIT	790.00
	03-31	INTEREST PAID	12.75

CHRISTMAS CLUB (I) 00615-00003 TAX ID 999-99-9999

SUMMARY	PREVIOUS STATEMENT BALANCE ON 03-20-81	16.00
	TOTAL OF 2 DEPOSITS/CREDITS (INCLUDES INTEREST) FOR	16.23
	STATEMENT BALANCE ON 04-20-81	32.23
	INTEREST PAID ON 03-31	0.23
	INTEREST PAID TO DATE THIS YEAR	0.23

ACTIVITY	DATE POSTED	TRANSACTION DESCRIPTION	AMOUNT
	03-23	AUTOMATIC DEPOSIT	16.00
	03-31	INTEREST PAID	0.23

VERSATEL (J)

REFERENCE INFORMATION	TERMINAL NUMBER	LOCATION
	654321	STOCKTON AND WASHINGTON STREETS, SAN FRANCISCO

savings accounts). Any subtractions the bank makes from your account in special situations (such as a charge for a stop payment order) are also reported here. For all other debits, you will receive a notice of the debit with your statement. If you're unsure about the reason for a debit, contact your branch.

(G) Deposits/Other Credits This section lists deposits and any other credits made to your account during the statement period.

Deposits: This category lists deposits you made and the dates on which those deposits were posted.

Other Credits: These include Versateller credits, automatic money transfers (such as payroll deposits, Instant Cash, or Savings Overdraft Coverage), and any additions the bank makes to your account balance in special situations. For example, you may receive an "Other Credit" because the bank, when verifying a deposit you made, found an error in your favor. Transactions listed in this section may be described only as a "Miscellaneous Credit." If you're unsure about the reason for the credit, contact your branch.

Daily Balance: (Not Shown) At your request, your statement can include the Daily Balance, reflecting changes in your checking account balance as credits and debits are posted throughout the statement period. A gap between the dates listed means the balance was unchanged for that period.

(H) REGULAR SAVINGS At your request, your statement will include a detailed description of activity in your Bank of America Regular Savings account. The description will include the previous balance, the number and amount of deposits or credits (including interest) and withdrawals or debits made during the statement period, and the account balance as of the statement date.

(I) CHRISTMAS CLUB, INVESTORS PASSBOOK, AND TIME DEPOSIT ACCOUNTS You can request that your statement include detailed descriptions of most of these accounts. The information given is similar to that given for Regular Savings accounts.

(J) VERSATEL® REFERENCE INFORMATION This section identifies the number and location of any Versateller terminal you used during the statement period.

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How to Balance Your Checkbook

RECORDS YOU WILL NEED:

CHECK REGISTER (OR CHECK STUBS) Your current record of the activity in your account. It should show each check you've written, each deposit you've made, and any other credits or debits (such as automatic transfers or service charges). You also should have a running balance that you've computed by subtracting checks as you've written them, adding deposits as you've made them, and figuring in any other debits or credits.

BANK STATEMENT The bank's record of the activity in your account, which shows all the credits added and debits subtracted by the bank during the statement period.

ATM TRANSACTION RECORDS The records you get when you use an automated teller machine.

STEPS TO FOLLOW:

The balancing procedure is printed on the back of your Timesaver Statement. Follow the steps on this sample to see how it works. At each step, compare the figures on the completed form to those on the sample statement and checkbook register. This will show you where to find the figures you'll need to balance your account and how to do the calculations.

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BANK OF AMERICA

Timesaver Statement.

MILLDALE BRANCH NO. 0999
123 MILLDALE AVENUE
MILLDALE, CA 93999
PHONE 213-123-4567

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0999-PS37

CHARLES D. SMITH
MARY D. SMITH
1401 ORCHARD ROAD
MILLDALE, CA 90054

WHEN YOU SAVE AT BANK OF AMERICA, YOU BENEFIT FROM THE SAFETY AND CONVENIENCE OF DOING BUSINESS WITH THE LARGEST BANK IN CALIFORNIA.

SERVICES SUMMARY

SERVICE	ACCOUNT	BRANCH	BALANCE
CHECKING	09991-02345	MILLDALE BRANCH	730.39
REGULAR SAVINGS	09992-03456	MILLDALE BRANCH	1,703.25
CHRISTMAS CLUB	00615-80003	MIDDLETOWN BRANCH	32.23

CHECKING 09991-02345 CUSTOM CHECKING PLAN - REGULAR TAX ID 999-99-9999

SUMMARY

PREVIOUS STATEMENT BALANCE ON 03-20-81.....616.62

TOTAL OF 2 DEPOSITS FOR.....1,254.31

TOTAL OF 6 CHECKS FOR.....1,100.54
TOTAL OF 1 OTHER DEBIT FOR 40.00

STATEMENT BALANCE ON 04-20-81.....730.39

INSTANT CASH AVAILABLE BANKAMERICARD VISA 4019-123-456-789.....500.00

CHECKS/ OTHER DEBITS

CHECKS

CHECK NUMBER	DATE POSTED	AMOUNT	CHECK NUMBER	DATE POSTED	AMOUNT
246	03-23	19.69	250*	04-03	174.05
247	03-27	135.86	251	04-07	217.00
248	04-02	46.18	253*	04-16	507.76

OTHER DEBITS

DATE POSTED	TRANSACTION DESCRIPTION	AMOUNT
03-23	VERSATELLER AUTOMATED TELLER TRANS 123456 ON 03-22 CUSTOMER 812345672 AT TERMINAL 654321--PAYMENT TO VISA 4019-123-456-789.....	40.00
04-20	SERVICE CHARGE (BASED ON MINIMUM DAILY BALANCE OF 556.93).....	0.00

DEPOSITS/ OTHER CREDITS

DEPOSITS

DATE POSTED	AMOUNT	DATE POSTED	AMOUNT
3-25	1,209.31	04-16	45.00

*Gap in Check Sequence

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FRONT OF BANK STATEMENT

BANK OF AMERICA

Timesaver Statement.

MILLDALE BRANCH NO. 0999
123 MILLDALE AVENUE
MILLDALE, CA 99999
PHONE 213-123-4567

CHARLES D. SMITH
MARY D. SMITH

REGULAR SAVINGS — **09992-03456** — TAX ID 999-99-9999

SUMMARY	PREVIOUS STATEMENT BALANCE ON 03-20-81	900.50
	TOTAL OF 2 DEPOSITS/CREDITS (INCLUDES INTEREST) FOR	802.75
	STATEMENT BALANCE ON 04-20-81	1,703.25
	INTEREST PAID ON 03-31	12.75
	INTEREST PAID TO DATE THIS YEAR	12.75

ACTIVITY	DATE POSTED	TRANSACTION DESCRIPTION	AMOUNT
	03-23	DEPOSIT	790.00
	03-31	INTEREST PAID	12.75

CHRISTMAS CLUB — **00615-80003** — TAX ID 999-99-9999

SUMMARY	PREVIOUS STATEMENT BALANCE ON 03-20-81	16.00
	TOTAL OF 2 DEPOSITS/CREDITS (INCLUDES INTEREST) FOR	16.23
	STATEMENT BALANCE ON 04-20-81	32.23
	INTEREST PAID ON 03-31	0.23
	INTEREST PAID TO DATE THIS YEAR	0.23

ACTIVITY	DATE POSTED	TRANSACTION DESCRIPTION	AMOUNT
	03-23	AUTOMATIC DEPOSIT	16.00
	03-31	INTEREST PAID	0.23

VERSATEL

REFERENCE INFORMATION	TERMINAL NUMBER	LOCATION
	654321	STOCKTON AND WASHINGTON STREETS, SAN FRANCISCO

*Gap in Check Sequence

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Timesaver Statement®

THIS WORKSHEET WILL HELP YOU IN BALANCING YOUR CHECKBOOK

You will need your checkbook record (register or check stubs) and your VERSATELLER® machine transaction record.

STEP 1

In your checkbook record, mark all the checks and other debits (withdrawals such as service charges, automatic or VERSATELLER machine transactions) shown on your statement. Below, list any checks or other debits that are recorded in your checkbook, but do not appear on your statement.

CHECK NUMBER/OTHER DEBITS	AMOUNT
#249	425 00
#252	75 00
TOTAL	$500 00

STEP 2

Mark all deposits and other credits (additions such as interest payments, automatic or VERSATELLER machine transactions) shown on your statement. At right, list any deposits or other credits that are recorded in your checkbook, but do not appear on your statement.

DATE OF DEPOSIT/OTHER CREDITS	AMOUNT
TOTAL	

STEP 3

Be sure your checkbook record is complete. It should include entries for all checks and other debits as well as all deposits and other credits that are shown on your statement.

To verify your statement balance, complete the arithmetic at right. Your statement balance (shown in the Summary section of the statement) is the balance as of the date of the statement.

Your current checkbook balance and your statement balance for this period should match. If these balances are different, check your addition and subtraction in your checkbook record and review each step in the balancing procedure.

If you find any errors, please notify your branch immediately. If you don't report any errors in 10 days, your account will be considered correct. All items are credited subject to final payment.

THIS STATEMENT'S BALANCE	$730.39
ADD DEPOSITS/OTHER CREDITS NOT YET CREDITED IN THIS STATEMENT	+ 0
SUBTOTAL	= 730.39
SUBTRACT CHECKS/ OTHER DEBITS NOT LISTED IN THIS STATEMENT	- $500.00
YOUR CURRENT CHECKBOOK BALANCE	= $230.39

TAX INFORMATION

The amount of interest credited to your account from the first of the year is shown on each statement. The total amount of interest credited for the whole year is shown on the last statement you receive for the year. If this amount is $10 or more, it will be reported to the Internal Revenue Service and to the California State Franchise Tax Board. (Please note that if your account closes prior to year-end, you will receive a separate interest income statement.)

ACCOUNT TRANSFER SERVICE

If you change your address in California, most likely there will be a Bank of America branch nearby. If you wish, we can transfer your account at any time with no loss of interest.

When you have reached your new location, just stop at the Bank of America branch most convenient for you and we will be glad to assist you in transferring your account. Or, you may visit your current branch and arrange to transfer your account to the branch you select at your new location.

For prompt delivery of your bank mail, please tell us your new address any time you move.

ELECTRONIC FUND TRANSFERS

If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you can call us at the branch telephone number on the reverse of this statement to find out whether or not the deposit has been made.

IN CASE OF ERRORS OR QUESTIONS ABOUT
YOUR ELECTRONIC TRANSFERS
Telephone us at 800-622-0643
(outside California call 415-622-6700)
or
Write us at P.O. Box 37046, San Francisco, CA 94137

If you think your statement or transaction record is wrong or if you need more information about a transfer on the statement or record, contact us as soon as you can. We must hear from you no later than 60 days after the FIRST statement on which the error or problem appeared.

(1) Tell us your name and account number.

(2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.

(3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will recredit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

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BACK OF
BANK STATEMENT

NO	DATE	ITEMS DRAWN OR DEPOSITS MADE	(-) AMOUNT OF ITEM		✓ T	(-) FEE (IF ANY)	(+) AMOUNT OF DEPOSIT		BALANCE	
									616	62
246	3/20	TO/FOR The Candy Shoppe (Carolyn's Birthday)	19	69					19	69
									596	93
247	3/25	TO/FOR A-Vak's Camera (Lens)	135	86					135	86
									461	07
	3/25	TO/FOR Deposit (Payday)					1,209	31	1209	31
									1670	38
248	3/31	TO/FOR Corner Grocery	46	18					46	18
									1624	20
249	4/1	TO/FOR Westpark Ass'n. (Rent)	425	00					425	00
									1199	20
250	4/1	TO/FOR Acme Hardware (Lawn Mower)	174	05					174	05
									1025	15
	3/22	TO/FOR Versateller VISA payment (forgot to record)	40	00					40	00
									985	15
251	4/5	TO/FOR Lakeshore Properties (Vacation home paym.)	217	00					217	00
									768	15
252	4/13	TO/FOR United Way (Contribution)	75		✓				75	00
									693	15
253	4/14	TO/FOR Tony's Garage (Car repair)	507	76					507	76
									185	39
	4/16	TO/FOR Deposit (Bank error credit)					45	00	45	00
									230	39
254	4/20	TO/FOR Val's Deli (picnic supplies)	29	13					29	13
									201	26
	4/24	TO/FOR Deposit (versateller) (Payday)					1,209	31	1209	31
									1410	57

CHECK REGISTER

Tracking Down Errors

If you've gone through the balancing procedure described inside and your checkbook still won't balance, this checklist may help you locate the error.

☐ **Transactions the Bank Makes** Make sure that you've added to or subtracted from your record any debits or credits the bank makes for you that appear on your statement. These may include service charges or other automatic money transfers.

☐ **ATM Transactions** It's important to record all deposits and withdrawals made through an automated teller machine at the time you make them. Keep your transaction records for reference.

☐ **Arithmetic** Check addition and subtraction in your checkbook and in the balancing procedure. (If the difference between your balance and the bank's can be evenly divided by 2, the error could have been caused by adding—instead of subtracting—a check in your checkbook.)

☐ **Transposing** Can the difference between your balance and the bank's be evenly divided by 9? If so, there's a good chance the error was caused by transposing numbers—for example, recording a $23 check for $32, or $5.17 as $7.15.

☐ **Recording Errors** Compare the check numbers and check amounts that you recorded in your checkbook with the check numbers and check amounts on your statement. If you receive your canceled checks with your statement, you should also compare the amounts and check numbers with your check register. The check amount the computer recorded is encoded on the bottom right corner of each check. That amount should be the same as the check amount you wrote and recorded.

☐ **Last Month's "Checks Outstanding"** Be sure any checks outstanding from *last* month's balancing that still have not been paid by the bank (that still don't appear on your statement) are included in *this* month's list of checks outstanding.

☐ **Balance** In your checkbook, be sure that you carried forward the same balance from the bottom of one page to the top of the next page.

☐ **Unrecorded Checks and ATM Transactions** Have you recorded and subtracted from your checkbook balance all the checks and ATM transactions listed on your statement?

☐ **Missing Check** (Missing from your checkbook record or from the numerical listing on your statement.) Did you forget to record a check you wrote? You may have saved a sales receipt that would help jog your memory. Perhaps the check is still outstanding or you may have destroyed it.

☐ **"Less Cash" Deposit** When you deposit a check and withdraw part of your deposit in cash (in one transaction using one deposit slip) you have a "less cash" deposit. Be sure you correctly recorded the amount that is added to your account. Check the teller's stamped entry on the Deposit Record page of your checkbook or your receipt (stamped duplicate deposit slip).

☐ **Same Deposits** Do you and the bank show the same number of deposits and for the same amounts? You should have a receipt or a stamped entry in your checkbook to verify the amount of each deposit.

☐ **Matching Statement Balances** Be sure the previous balance on this month's statement is the same as the balance on last month's statement.

☐ **Still Won't Balance?** If you need more help, gather together all your records—checkbook, deposit receipts, statement, check stubs or canceled checks (if you have them), and ATM transaction records—and visit the statement window at your bank.

Receiving "Today's Balance" Here's an important point to remember: Today's balance, as given to you by your bank, may not necessarily be the true balance of your account. It won't include checks you've written that have not yet reached the bank. You need to allow for these checks to prevent overdrawing your account.

Bringing Your Records Up To Date

Follow these steps if you haven't balanced your checkbook for several months.

If you have a record of deposits and checks written:

1. Balance your checkbook one statement at a time. (This makes it easier to locate and correct possible errors.) Start with the oldest statement.

2. Find the last check listed on that statement (the check with the highest number). In your checkbook, draw a line under the balance you recorded when you subtracted that check.

3. Balance that statement to your checkbook balance on the line you just drew. Follow the procedure described on the fold-out pages.

4. Go to the next oldest statement. Repeat the procedure until your checkbook is balanced to date.

If you don't have a complete record of deposits and checks written:

1. Visit the statement window at your bank for help in reaching an accurate balance. Bring your checkbook, your bank statements, and any ATM transaction records. You may be charged a fee if the bank must assist in balancing several months' statements.

2. Once you have balanced your checkbook, keep your records up to date so you'll know how much money you have in your checking account from day to day.

Information in this report is current at the time of printing, May 1982, but is subject to change.

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